

Recruitment - Parole Counselor Trainees

Parole Counselor Trainees work under a Release Division supervisor at the State Parole Board's Central Office in Trenton, or satellite office at one of the State's 13 correctional facilities. Trainees learn to review and maintain inmate case files, calculate parole eligibility dates and schedule parole hearings for State inmates housed in both State and County correctional facilities.

Trainees learn how to perform to determine parole eligibility dates for an assigned caseload of inmates. These dates must be provided to inmates within 90 days of their admission to state prison. Under the close supervision of Parole Counselors, trainees will review weekly computer-generated lists to determine which inmates are eligible for parole consideration, and submit the names for publication to each County Prosecutor's office for review. The Prosecutor's office is given the opportunity to object to an inmate's parole release where they deem it appropriate to do so.

Principal Parole Counselors will supervise trainees in coordinating the Initial Parole Hearing process including certification of pre-parole packages, scheduling of hearings and providing supportive services to the Hearing Officers and Board Panel members. Part of this process involves preparation of case files and other relevant materials including psychological and behavioral reports, educational and programmatic accomplishments and detailed criminal histories. Trainees will verify that all pre-hearing processes have been completed, and will ensure that the panel hearing process proceeds in accordance with State regulations.

Parole Counselors work with trainees conducting interviews at various stages of the parole process to provide information to inmates who may be eligible for parole, and provide advice to inmates concerning parole eligibility and parole plans. Trainees will learn to complete discharge plans for offenders being released to parole supervision. They are also responsible for the review and preparation of responses to inmate correspondence regarding the parole process within a specified time frame.

Parole Counselor Trainee eligibility requirements include graduation from an accredited college or university with a Bachelor's degree. Potential candidates must pass a civil service examination administered by the New Jersey Department of Personnel.